

SAVING FILL-IN-THE-BLANK PDF FORMS

IMPORTANT NOTE: To save a copy of the pdf form on your workstation after it has been completed you must have a version of Adobe Acrobat installed on your workstation. This is a separate product from the Free Adobe Reader.

If you need technical assistance filling in the forms, please view the online Help Guide in your Adobe Acrobat software. Training can also be purchased through local training centers or at www.adobe.com.

First, save the fill-in-the-blank pdf form from our website to your workstation. You can then use this form repeatedly without having to access our website each time.

SAVING THE PDF FILE TO YOUR WORKSTATION:

1. Open the PDF form on our website.
2. Save a copy of the file to your workstation using either File > Save As or click on the Floppy Disk symbol on the pdf toolbar.
3. The Save A Copy dialogue box opens. Select a location on your workstation to save the form.
4. Name the form in the File Name box.
5. Click Save.
6. Open the file from the location you saved it to verify it has been saved. The form will contain red Clear Form and Print buttons.

FILLING OUT FORM AND PREPARING FOR SUBMISSION TO THE COURT:

1. Open the PDF file saved to your workstation.
2. Complete all data on the form.
3. Select **File > Print**
4. Select the Adobe PDF creator or Acrobat Distiller as your printer (depending upon which version of Acrobat you are using) from the drop down list in the Print dialogue box.
5. Click OK.
6. In the Save PDF File As dialogue box select the location for the completed form.
7. Name the form in the File Name box.
8. Click Save.
9. If saved correctly, when you view the form in Adobe Acrobat the red Print and Clear Form buttons should not be visible and you should not be able to add any information.
10. Click the X in the upper right hand corner to close Adobe Acrobat.
11. **Do you want to save the changes before closing?** Click No.
12. **DO NOT SUBMIT A FORM TO THE COURT WITH THE RED BOXES SHOWING. THIS ALLOWS PARTIES VIEWING THE FORM TO EDIT THE DATA ON THE FORM.**